Quick Facts
Establishing Appropriate Testing Conditions
March 2014

Classroom-sized groups are preferable
  Reduce test fear and anxiety
  Facilitate monitoring and control for TA

Selecting a Testing Site
  Does not crowd students
  Good lighting
  Good ventilation
  Free of noise and interruptions

Preparing Rooms for Test Administration
- Remove or cover displayed information that students could use to answer question on
  Bulletin boards
  Chalkboards
  Dry-erase boards
  Charts
  Walls
  Desks

- Examples of items to remove or cover
  Rubrics
  Vocabulary charts
  Student work
  Posters
  Graphs
  Charts
  Anchor posters

- Cell phones or other electronic devices
  Are not allowed to be used during testing
  i.e.: turned off and put away

- TESTING-DO NOT DISTURB signs
  Test room doors
  Halls
  Entrances
  Reroute traffic to avoid testing sites

Appropriate Seating Arrangements
  Discourage students from aiding one another
  Cannot view answers of others
  Complete seating plans prior to testing

Procedures to Maintain Quiet Environment throughout Testing
  If students may leave testing room when finished
  Explain procedure for leaving without disrupting others
  Plan on a place for students to report who finish before others
  If students remain in the testing room when finished: Instruct them on appropriate activity options while they wait.